

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-456

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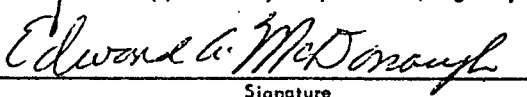
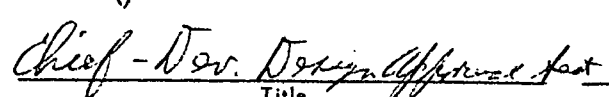
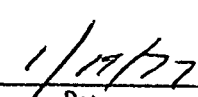
RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Bureau of Engineering

Developers Design and Approval Section

AGENCY

DIVISION

Item No.	Description	Retention
1.	COMMERCIAL SITES Engineering requirements and Public Works correspondence, site plans, recorded plats, Public Works Agreement and drainage studies. File Arrangement: Alphabetically	Retain for 5 years, then destroy
2.	BUILDING PERMIT APPLICATIONS Engineering requirements and Public Works correspondence, site plans, Public Works Agreement. File Arrangement: By year, then by numerical application	Retain for 5 years, then destroy
3.	ZONING ITEMS Engineering requirements for rezoning petitions, zoning petition plans. File Arrangement: Zoning item number and year	Retain for 5 years, then destroy
4.	SCHOOL Engineering requirements and Public Works correspondence, site plans, drainage studies. File Arrangement: Alphabetically	Retain for 5 years, then destroy
5.	APARTMENTS Engineering requirements and Public Works correspondence, preliminary and tentative plats, record plats, onsite drawings, Public Works Agreement, drainage studies, sewer studies. File Arrangement: Alphabetically	Retain for 5 years, then destroy
<div><div> Schedule approved by Department, Agency or Division Representative</div><div><div> Signature</div><div><div> Title</div><div><div> Date</div></div></div></div></div>		

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
6.	<p>RESIDENTIAL SUBDIVISION</p> <p>Engineering requirements and Public Works correspondence, preliminary and tentative plats, record plats, Public Works Agreement, drainage studies, sewer studies, grading plans.</p> <p>File Arrangement: Alphabetically</p>	<p>Retain for 5 years, then destroy</p>